

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA

FILED

MAY 20 2002

CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA  
DEPUTY

In the matter of )

ADOPTING A POLICY ON PRIVACY )  
AND PUBLIC ACCESS TO )  
ELECTRONIC CASE FILES )

GENERAL ORDER NO. 514

This matter comes before the Court because the Judicial Conference of the United States has adopted a national policy on privacy and public access to electronic case files. The policy was adopted to protect personal privacy of litigants appearing in the United States Courts. The policy places the responsibility for redacting personal information on counsel, the parties, or any other person preparing or filing the document. The policy indicates that the Clerk will not review each pleading for compliance with this policy. Failure to redact personal information noted below by counsel or parties may subject them to the disciplinary power of the court. Accordingly, IT IS HEREBY ORDERED:

1. Unless otherwise ordered, counsel or parties shall be required to remove or redact the following personal information from all pleadings (including exhibits) filed with the District Court:

- a. Social Security Numbers. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- b. Names of Minor Children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. Dates of Birth. If an individual's date of birth must be included in a pleading, only the year should be used.
- d. Financial Account Numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. In criminal cases, the home address of any individual (e.g. victims).

2. Social Security cases shall be excluded from electronic public access except for judiciary employees, the United States Attorney or their representatives and litigants. Access to these cases through the Internet will only be allowed through a login and password system.

3. A. In criminal cases, the Southern District of California has been selected as a pilot court to study public electronic access to criminal case file documents. Therefore, for a limited time, the Court is exempted from the Judicial Conference Policy prohibiting remote public access to electronic criminal case files. The Court may continue to allow the general public access to electronic criminal case files during this study, but may discontinue or modify the pilot project at any time.


B. In order to comply with the Judicial Conference Policy to provide a national policy on privacy and public access to electronic case file in criminal cases, the court orders that counsel or parties shall be required to remove or redact the following personal information from all pleadings (including exhibits) filed with the District Court unless otherwise ordered by the court:

- a. Social Security Numbers. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- b. Names of Minor Children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. Dates of Birth. If an individual's date of birth must be included in a pleading, only the year should be used.
- d. Financial Account Numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. In criminal cases, the home address of any individual (e.g. victims)


C. The Court shall not provide public access to the following documents under any circumstances: unexecuted warrants of any kind; pretrial bail or presentence investigation reports; statement of reasons related to the judgment of conviction, juvenile records, sealed documents subject to a protective order, and any other document the court concludes there is good cause not to permit Internet access.

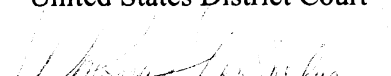
This policy shall go into effect on June 20, 2002 after notice to the bar and public and will apply to all documents filed on or after that date. In Social Security cases, the login and password system will be applied to all pending cases.

DATED: May 20, 2002

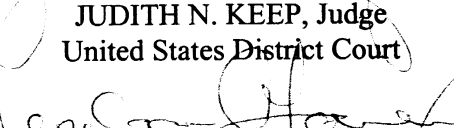
  
MARILYN L. HUFF, Chief Judge  
United States District Court


  
IRMA E. GONZALEZ, Judge  
United States District Court

  
BARRY TED MOSKOWITZ, Judge  
United States District Court

  
THOMAS J. WHELAN, Judge  
United States District Court

  
JUDITH N. KEEP, Judge  
United States District Court

  
NAPOLEON A. JONES, JR., Judge  
United States District Court

  
JEFFREY T. MILLER, Judge  
United States District Court

  
M. JAMES LORENZ, Judge  
United States District Court